



Saint Joseph's

CATHOLIC SCHOOL

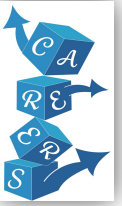
Year 10

“World Of Work”

Work Experience

24th June to 28th June 2024





Dear Pupil,

Now is the time for you to decide about your Work Experience Placement (WEX). We would like you to think about your future career plan and decide how your work placement can support you to make that plan a reality.

At St Joseph's School we undertake one week of work experience in the summer of Year 10. This is a valuable exercise in terms of the reality of the progression from full time education into employment. You have the opportunity to participate in your chosen field of employment, this may be a career path you wish to follow, something you are interested in, the possibility of trying something new or simply the opportunity to build your employability skills which can be useful for lots of jobs!

It provides a valuable insight into the world of work, the process's involved and general employability skills. It is an essential element to career planning, giving you the chance to try out an occupation in a real-life situation and understand the realities of the working world.

Many work experience providers have additional application processes; you will need to ensure that you follow this carefully as any mistakes could jeopardise your chance of being considered for a place. There are several other local schools on work experience during the summer, so you need to act quickly so as not to miss out.

You will be given a WEX diary to complete during your placement to reflect on the activities you are taking part in and the skills you are developing; this will be discussed on your return to school.

During your work experience week, a member of the school staff will telephone to ensure you have arrived safely and will either visit you in your placement or call your employer, to check that all is well. The WEX diary also has an employer section which they complete, this can then be kept as a record of skills learnt and as a testimonial from the employer.

Over the years work experience has proved to be a stimulus for past pupils to work hard to gain the appropriate skills and qualifications needed to realise their ambitions.

I hope you will use this opportunity to help you in your decision making for the future, and with building your skills and confidence for working life.

Miss Gale, Lead Careers Professional

CHOOSING THE RIGHT EMPLOYER

For the majority of pupils, the choice of employer is entirely their own, but you should try to choose an employment area that you are interested in or one that relates to a subject you enjoy.

As a rule, the more interesting the placement the more you will get out of it. Try not to go with parents, as you can try this at any time. Try to avoid self-employed people as these will possibly need to have a DBS done, which can take time to clear. You are able to do a placement out of county but not out of the country as we will not be able to monitor health and safety. If you choose an option out of county your parents will be responsible for all transportation, accommodation arrangements and costs. Employers/pupils/parents/carers must complete the work experience pink form, and this must be passed to Miss Gale, Careers Lead Professional, for processing. As long your chosen employer meets the health and safety criteria you will be able to do your placement with them.

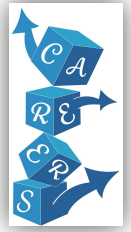
HOW DO WE KNOW THAT THE EMPLOYER IS SAFE?

All businesses and employers will receive a visit from CSW Enterprise (our external Health & Safety partners) before the placement is approved. The premises and health and safety schemes will be checked, and insurances sighted (**Employer and Public Liability**). Child Protection areas are covered in the Approval and Consent form (pink form). If an employer does not have the necessary insurances or meet CP criteria, the placement cannot proceed. This includes placements with parents and family. During the week of work experience, a member of the school team will call to ensure safe arrival and then visit or contact the student during the placement week, to ensure all is well.

WHAT DO I DO NEXT? HOW TO APPLY FOR THE PLACEMENT

- Collect a pink WEX form from Miss Gale, Careers Lead Professional and take it to your work experience employer.
- The pupil needs to complete **Student Details** and sign the form.
- The employer needs to complete the section **Employer Details**.
- **Parent/Carer** needs to authorise the placement by signing the form.
- The form should then be **returned** either by the employer or the pupil to Miss Gale, Careers Lead Professional at St Joseph's Catholic School, Church Road, Laverstock, Salisbury SP1 1QY **by 15th March 2024** for out of area placements **or 22nd Apr 2024** for placements within the CSW catchment area.
- **Payment of £34 must be paid on-line, or by cheque, to the school at time of applying for a placement. Please contact the Finance Office if you need support. No placement will be actioned until this is received. Late submission of the WEX form will incur an additional £20 fee. Placements outside of the CSW "local" area will be charged an additional £50.**
- The pupil then needs to write a letter to the Head Teacher stating why they want to do work experience with that particular employer. This letter needs to be handed to Miss Gale, Careers Lead Professional. The Head teacher will authorise whether the pupil is entitled to go on their chosen placement.

AIMS OF THE WORK EXPERIENCE PROGRAMME



Transitional – Developmental – Educational

• Transitional

- Careers taster
- Understand the world of work
- Getting references or maybe a job

• Developmental

- Self-confidence – broaden horizons
- Maturity – personal and social development
- Motivation – make the curriculum relevant, raise aspirations

• Educational

- Deepen understanding of subject knowledge
- Develop skills for employability
- Follows the school's programme for careers education and guidance
- Qualifications – vocational courses, extended project

WHAT HELP IS AVAILABLE?

There will be a presentation evening to all Year 10 pupils and parents/carers. The presentation will include where to look for a placement, how to contact the employer and completion of the relevant legal paperwork. A copy of the presentation is on the SJCS Website, Careers portal: <https://sjcs.org.uk/careers-portal/>

Help does not stop there – Miss Gale, Careers Lead Professional, is available each day during break & lunchtime drop in's, to help pupils find a suitable placement should they require it. Pupils may also talk to form tutors and members of staff, who may be able to help with ideas. We will also have PSHE & tutor periods dedicated to finding a placement.

WHEN SHOULD I START TO LOOK FOR MY PLACEMENT?

As soon as possible! It is vital that you start planning your work experience placement early as the majority of schools in Wiltshire have the same week planned.

Please note that some employers will also have closing dates for applications.

ADDITIONAL INFORMATION

For pupils' safety, placements are subject to a Health & Safety check and employers must have employer liability insurance. If for any reason the placement is deemed unsuitable by our work experience provider your child will not be able to go.

Work experience placements now incur a fee of £34 per placement which is payable at the time of handing in the placement 'pink' form. This should be paid on-line, or by cheque, direct to the school. **Placements will not be processed without payment.** If, however, pupils secure placements out of area they could be subject to an additional "out of area" fee of £50 which will be invoiced by the school once the placement has been confirmed (see map). If a placement fails, the H&S check by CSW Enterprise then a refund will be issued.

PUPILS WITH ADDITIONAL NEEDS

The work experience co-ordinator, Miss Gale, ensures that no one pupil is treated any less favourably than any other pupil. Steps are taken to provide placements where a student will not be disadvantaged and can gain a real experience, whilst taking into account their special requirements and needs.

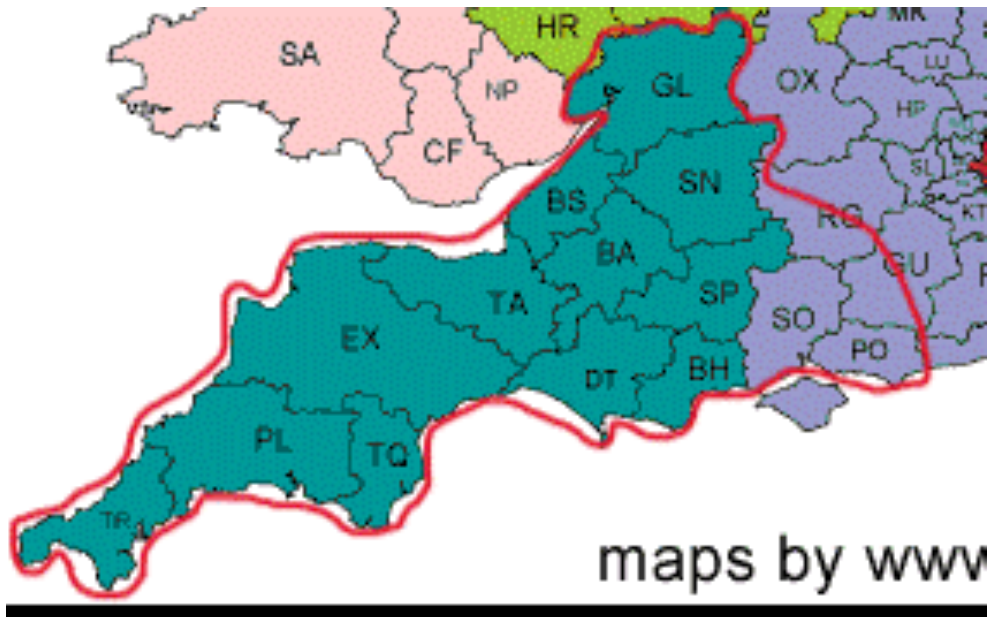
KEY DATES

23rd January 2024	Information evening to parents/carers and pupils regarding process for work experience.
26th January 2024	WEX launch through PSHE lesson, w/b 26 th January onwards.
March 2024	Interview Preparation support, CV writing workshop: PSHE lessons
15 March 2024	Out of area placement deadline (see map)
April 2024	Mock Interview Day – Date TBC
22nd April 2024	Deadline date for completed Approval and Consent form (pink form) to be handed in to Miss Gale, Lead Careers Professional along with payment of £34. Any concerns with payment, please speak to Miss Gale.
24th–28th June 2024	Work experience week. This will include a telephone call from a member of th school staff to check pupils have arrived safely and a visit or telephone call during their placement to check their progress.

PLEASE NOTE: if parents or pupils have any immediate concerns during the placement, they must contact school immediately: 01722 335380 to raise the concern with Miss Gale or Mrs Nobis (Careers Lead).

Work Experience Catchment Area

Catchment area is within the red line on the map below. Placements outside of the catchment area will incur extra costs.



Some Hampshire postcodes are also now regarded as “local” and within CSW area, these Hampshire Postcodes covered by CSW are listed below:

BH23	RG23	PO10	SO40
BH24	RG24	PO11	SO41
BH25	RG25	PO12	SO42
GU10	RG26	PO13	SO43
GU11	RG27	PO14	SO45
GU12	RG28	PO15	SO50
GU13	RG29	PO16	SO51
GU14	RG7	PO17	SO52
GU17	SO16	PO7	SO53
GU26	SO20	PO8	SP10
GU30	SO21	PO9	SP11
GU31	SO22	RG19	SP5
GU32	SO23	RG20	SP6
GU33	SO24	RG21	SP9
GU34	SO30	RG22	
GU35	SO31		
GU46	SO32		

GUIDE FOR PARENTS

Why is it important?

As part of the curriculum, Work Experience can contribute to a learner's careers education, personal and social education, understanding of a particular subject or course and acquisition of key skills.

In Years 10 and 11 the emphasis tends to be on personal and social development, with Work Experience being used as an opportunity to introduce learners to the world of work. In Years 12/13 and in college, the focus is often more related to learners' specific career ideas and their chosen subject or course of study.

The school is committed to improving the employability of young people and meeting the recruitment needs of prospective employers. Education admissions tutors increasingly look for evidence that candidates have undertaken a satisfactory period of Work Experience. Your son/daughter will therefore be encouraged to keep evidence of his/her achievements in a WEX diary or Progress File.

What are learners expected to do on Work Experience?

Although learners are not paid, during Work Experience they will be treated like young employees.

- They will undertake or observe normal duties and usually work normal hours.
- They will need to obey health and safety regulations.
- They will be supervised by more senior employees.
- They will be expected to complete a work diary and/or project set by their teachers.

How can you support your child?

These are some of the ways you can help your son/daughter get the most out of Work Experience:

- Your son/daughter will be encouraged to find their own placement. It would be helpful therefore if you could help them to find a work placement that they would like to do.
- Ensure that all consent forms and paperwork are returned promptly along with payment.
- Encourage them to find information about the organisation they are aiming for. The organisation may have a website where you can find information.
- Help them to prepare for their interview with the employer. It helps if they have thought about why they want to work in a particular workplace and can come up with good reasons.
- Help your child to understand the goodwill shown by the employer in offering the work placement and to be realistic about what to expect. They may well spend some time making the tea or helping with simple but essential administrative jobs such as photocopying or filing.

- Encourage him/her to have a positive approach to the placement, even if it is not quite what they expected. It is important to leave a good impression as this could be helpful in making contacts which will stand him/her in good stead later on when seeking employment.
- Ensure that your son/daughter attends the placement regularly and punctually and that both the employer and the school are notified if he/she is unable to attend their work placement.
- Remind him/her that if he/she does not understand how to do something, he/she should always ask someone.
- Talk to them during the placement about what they are doing and how they are getting on and encourage them to complete their diary.
- Although Work Experience is discussed and evaluated when learners return to school, you can help by stressing the positive aspects of having undertaken a placement.

Should you require any further information, please contact Miss Gale, Lead Careers Professional in school.

Contact: Miss Gale, Lead Careers Professional

Telephone Number: 01722 335380

Searching for a Placement

Searching for your own placement isn't difficult as long as you are motivated and well organised, but just like searching for a real job you might have to approach more than one placement provider. Don't get disheartened if the first ones you contact say "no". You also need to consider how you are going to get to a placement before you approach a company as you are responsible for paying and organising your own transport to and from the placement.

- You can ask your family and relatives if they can help, they may have useful connections
- Call into companies where you would like to work and ask if they take students for work experience
- Email
- Telephone companies and ask!
- Approach local businesses

How do you find contact details for companies?

- Use search engines like Google to do a search on the internet.
- Have a look at business directory websites such as Thomson or Yell.com or look at the telephone directories from the same companies (Thomson and Yellow Pages).
- Use local newspapers – look and see what companies are advertising that might be of interest to you
- Grofar, CSW & SJCS WEX database

Other useful websites:

- Work Wiltshire: <https://workwiltshire.co.uk/work-experience/>
- Apprenticeships in Salisbury, business listings: <https://apprenticeshipsinsalisbury.co.uk/businesses-listings/>
- Work Wiltshire LMI, interactive map, p.8: <https://workwiltshire.co.uk/wp-content/uploads/2019/09/Wiltshire-LMI.pdf>
<https://www.careerpilot.org.uk>

Questions a placement might ask you....

When contacting companies for a work experience placement, you are likely to be asked some questions. Below is an example of some questions you may be asked....

- Why do you want to do work experience with us?
- What do you hope to learn from your placement?
- What skills and qualities can you bring?
- Why might you be good at this job?
- What are your hobbies and interests?
- What are you good at and what do you enjoy in school?

Before you contact a company think about what your answers will be if you are asked any of the above, that way you will be prepared.

Searching for a Placement – Help Sheet

You can make contact either:

- in person
- by phone
- by letter
- by email

In a large company you are best contacting the Human Resources Department. In a smaller company you will usually need to contact the Manager.

Below are some pointers on the information you need to have written down before searching for your own placement.



- Write down what you want to say.
- Have a pen and paper in front of you.
- Introduce yourself “My name isfrom St. Joseph’s Catholic School and I am looking for a work experience placement. Can I speak to the Manager please?”
- Know the dates of your work experience
- Say why you are interested in the type of work the company is involved in.
- Ask for the name and address of where you need to send the pink placement form for them to read and complete.
- Be cheerful, polite and clear.



In this booklet is an example letter for you to use if you are corresponding by email or letter.

- If you do not know the name of the person who is in charge of work experience at the company, address the letter to: Dear Sir/Madam
- Make sure that you include your contact details and email address on all correspondence.
- If you make contact by email you will need to send a copy of the pink placement form.
- Be polite and clear in your email, remember first impressions count.
- If you haven’t heard from the company within two weeks give them a call or send another letter or email.



Suggested outline for a Letter or Email

If you are sending an email and don't have an individual's name or email address at the company, mark your email at the beginning as Dear Sir or Madam.

If you are sending a letter, it can be handwritten or typed on the computer. Ideally it should be no longer than one side of A4 paper.

Remember – this is the first contact you will have with a placement provider, and you therefore want to create a good impression so check that the following are correct:

- Presentation and layout
- Spelling
- Company name and address
- You have the right dates for your work experience

Example Outline

Your Name

Your Address

Today's date

Person's Name or The Manager

Name of Company

Address of Company

Dear (Contact Name at Company – if not known Sir/Madam),

I am writing to enquire about the possibility of a work experience placement with your company from (WEX dates)

I am (your age) years old and a student at St. Joseph's Catholic School. I am currently studying GCSEs in (list the subjects you are studying).

I would like to do a work experience placement at (company name) because (reasons why – explaining why you want to work for them, perhaps you would consider a career with them when you leave full-time education).

I am(list some of your personal skills and qualities e.g. friendly, reliable, hardworking, enjoy meeting people etc.) My personal interests are....(write any down that may help with your application). I have..... (list any extra-curricular events/activities you are involved in e.g. sports club; cadets; Duke of Edinburgh; Drama Club).

If you are able to offer me a work experience placement, I will forward to you a placement form.

I look forward to hearing from you.

Yours sincerely, (If you are addressing your letter to a named person.)

Yours faithfully, (If you are addressing your letter to either Sir/Madam)

(If you are sending the letter by post, sign your name here)

(Type your name here)

Over the years past pupils have had very successful placements in many different areas, here are just a few to give you some ideas.



John McNeill/Exeter House

First Steps Day Nursery

Five Rivers Leisure Centre/Parkwood

Stonehenge/Hampton Park Vets

Memory Opticians

Trussell Trust

Natwest Bank/Nationwide BS

Wessex Archaeology

Bonallack and Bishop

Blue Frontier/ABC Networking

Cholderton Rare breeds

Heaven Hair/Hair & Beauty

Royal Air Force

Vivien Sherrif Milliner

Apsley Engineering

Elevate Dance Studio

Milford House Nursing

Various Primary Schools / Pre Schools

Waitrose

Thruxton Motorsport Centre

Wiltshire Wildlife Trust



A list of placements is also available from the CSW Grofar database. See overleaf for further details on how to access placement details.

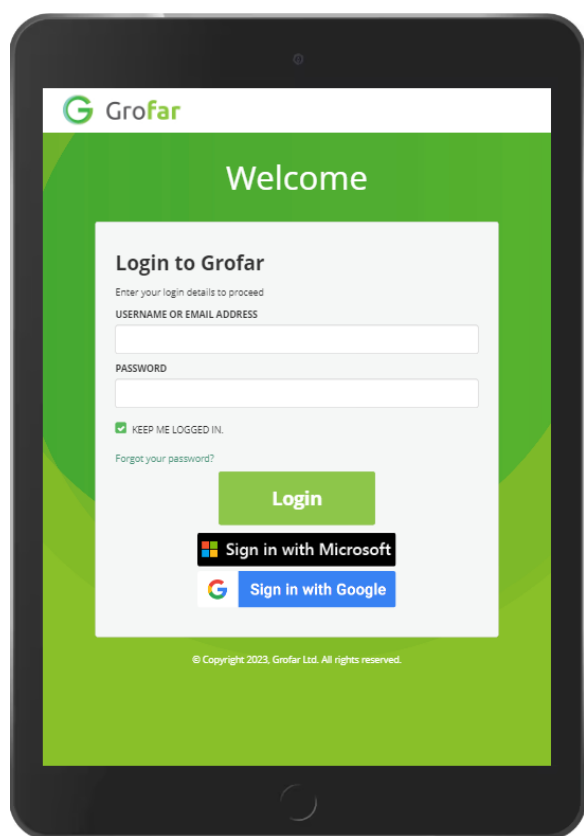
CSW Grofar Database – login details

CSW are our WEX providers and this year we are using the Grofar database to search and log all Work Experience. The Grofar database is a site where pupils can access employers who have supported WEX placements in the past. This information can be accessed by logging onto their website.

All year 10 pupils have been sent an invite, from Grofar, to log into their account and create a password. When pupils initially log in, they will be asked a few simple questions about their skills, interest areas and Career sectors.

Grofar allows pupils to research jobs by a company, town or an area they are interested in looking for a placement. Once an organisation has been found that is of interest, click on the View button to research the placement further. Within this area pupils will find contact details of the employer. Pupils should then make contact to see if a placement would be possible. Please note that although companies may be listed on the database, some may not be able to support WEX during the week our pupils have been allocated.

Please see screenshots below showing a guide on how to access the WEX database:



To access the Grofar database use the following link:

<https://auth.grofar.com/>

1. USER NAME: Use your school e-mail i.e
firstname.surname@sjcs.org.uk
- Students get an e-mail from Grofar and set their own password.
 - Students will need to answer some short questions about their skills, interests and Career areas.
 - Enter e-mail & password to log in.

When you've logged in, go to "opportunities".

Dashboard

Welcome to your Grofar Student Portal

Placement summary

0/0 Hours logged | 0/0 Targets achieved | 0 Placement count | 0 Evidence achieved

Explore career paths

Use our Labour Market Information (LMI) tool to find out more about different jobs that interest you.

Discover new opportunities

We're here to help you discover meaningful placement opportunities with local employers. Click below to explore and apply for these placement opportunities.

Launch LMI | Search opportunities

You then get the full list and can filter...

Opportunities

Discover a new opportunity

Search through opportunities that are relevant to you. In this section you will be able to apply for placement, apprenticeship, and job opportunities that are made available to you.

Search Opportunities

Go to My Applications

Filters

Displaying 20 out of 8222 items

Animal Care Assistant (Placement)

The Donkey Sanctuary

Contact Details:
Kathy Tomlinson
kathy.tomlinson@thedonkeysanctuary.org.uk
01395 573099

Dealing with daily routines cleaning, sweeping and grooming, observing farrier at work. Accompanying vet as required. Observe medication delivery. Assisting with fetching and carrying as required. One to one supervision at all times. Donkeys, Ponies, Hinnies.

Industry sector: Agriculture, Forestry and Fishing

Placement type: External Work Placement (WEX)

Retail Assistant (Placement)

Chloes mugs

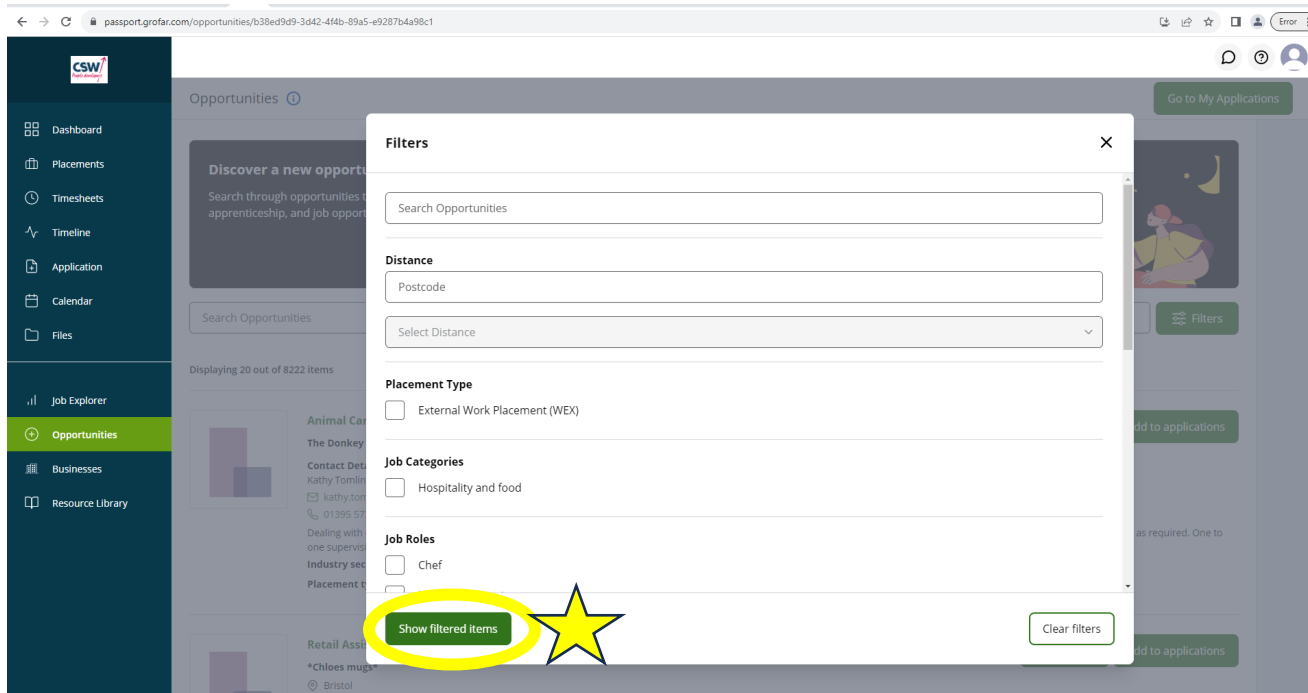
Bristol

View Details | Add to applications

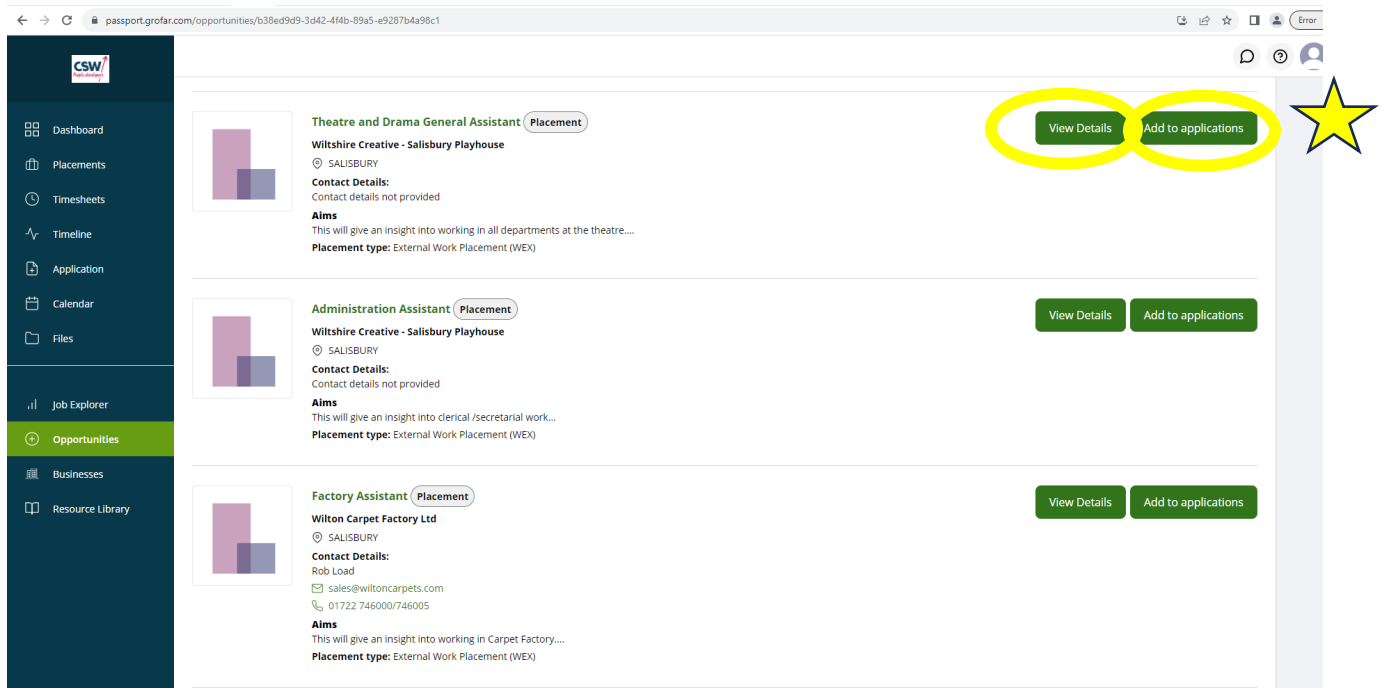
Use "filters" i.e:

- Distance from your/ school postcode: [SP1 1QY](#)
- Job categories/ Careers

KEEP IT BROAD!



Once you've filtered the results, you can look at the list and "view details" of any that interest you. When you find one that you are interested in, you can "add to applications".



When you “view details” you will get more information about the job role, key tasks, skills needed and a map of the locations of the employer.

CSW

Dashboard

Placements

Timesheets

Timeline

Application

Calendar

Files

Job Explorer

Opportunities

Businesses

Resource Library

Back to opportunities

Administration Assistant (Placement)
Wiltshire Creative - Salisbury Playhouse
SALISBURY
Contact Details:
Contact details not provided

Add to applications

Description

Aims
This will give an insight into clerical /secretarial work

Key Tasks
The student will gain an appreciation of an office environment and will assist with the general office duties. This will include opening post, word processing, filing, fax work, photocopying etc.

Categories **Art, Media and Publishing**

Pathways **Art, Performance and Design**

Desired Skills

Desired Personal Qualities
It is advisable for the student to be numerate and literate.

View location
Get Directions

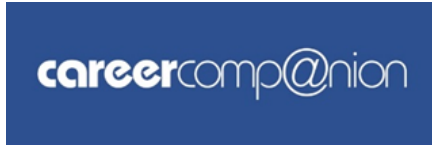
Location

Pupils should then make contact to see if a placement would be possible.

Please note that although companies may be listed on the database, some may not be able to support WEX during the week our pupils have been allocated.

Useful Websites for Work Experience Research

If you are unsure about what to do for your work placement, links to the below useful websites can be found in the [Careers Portal](#) in the Careers Education section on the school website.



Careercompanion

U/N: stjosephsstudent

P/W: stjosephsstudent



Quick Links

The following information sites are available through the Quick Link button within Careercompanion.



E-clips contains lots of information about different careers.
Does your skillset match the career(s) you are exploring?

Login: stjosephs



If you have no idea about what to do begin by going to Job Sectors and use the Jobs Quiz to generate ideas. You can also look at careers that can develop from interests in certain school subjects.

Still have questions?

Q1. What is work experience/work related learning and why do I need to do it?

A. This is a chance for you to try out a job or follow a career path that you may have thought about doing when leaving school. The week should confirm or change the type of work you decide to do. It will also help with your communication skills and improve your confidence.



Q2. I want to take part, but I don't know where to start. How do I go about choosing a placement?

A. If you do not have a set idea about what you want to do later in life use Career Companion to explore possible career ideas. To generate ideas, try the Buzz Quiz: <https://careerswales.gov.wales/buzzquiz>. Useful sites to look at are "ICould", Eclips or Careers box. If you still need help, then ask Miss Gale in Careers.

Q3. Who decides who gets chosen and when will I hear if I have been successful?

A. The Head Teacher will make a decision on your suitability for a placement but also the work experience provider will have the final say on who has been successful once the health and safety checks have been completed. Remember the school will take into account behavior, attendance and maturity. You will hear at the start of the summer term if your placement has been approved by CSW Enterprise, our work experience providers.

Q4. Why go out on Work Experience?

When someone applies for a job, the employer wants the best person they can possibly get for their money. Just like you want the best phone for your money, the best meal for your money and the best education for your money. You want someone who knows what they are doing, enjoys what they do and is going to stick at it.

Work Experience is a great way, at a young age, of trying things out to see if you like it, to understand what it is all about and if you want to invest your time in getting there.

Employers really want to see young people with experience coming to them and demonstrating they can walk the walk as well as talk the talk.

When you look for your first part-time job, employers will be looking at your CV or application form to see what makes you "stand out" and what will help demonstrate you will be good at the job you've applied for. Work Experience can give you something that "stands out" on your CV/ application. It also gives you valuable experiences to discuss with an employer or College/6th form at an interview.

Work Experience will give you the opportunity to gain valuable experience.



EMPLOYERS VALUE

Work Experience



The Mark of Quality
for Careers Education
and Guidance

GOLD AWARD